

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5882**



**AFMAN 23-110, VOLUME 2, PART 2,
CHAPTER 5**

**KIRTLAND AIR FORCE BASE
Supplement 1
1 APRIL 1999**

Supply

**USAF SUPPLY MANUAL—BATCH MODE
PROCESSING PROCEDURES: DAILY,
MONTHLY, QUARTERLY, SEMIANNUAL AND
ANNUAL REPORTS AND LISTINGS**

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AFMAN 23-110, Volume 2, Part 2, Chapter 5, April 1999, is supplemented as follows:

Section A--Batc Mode (End-of-Day) Processing Procedures

5.3.2.1.3. AF Forms 2011, **Base Supply ADPE Work Request**, are required.

5.3.2.1.3.1. (Added) Requests for reports or listing that are required on a one-time basis.

5.3.2.1.3.2. (Added) Recurring programs that are not processed exactly as stated in AFMAN 23-110, Chapter 5 or 6 or required options.

5.3.2.1.3.3. (Added) Local Programs.

5.3.2.2. Kirtland will use option 2.

5.3.3.2.3.3. The remote processing station (RPS) will maintain a central file of recurring AF Forms 2011.

5.3.3.2.3.6. (Added) Submit requests for as-required or one-time requirements to the computer room not later than 1500 daily. Computer room personnel will schedule requests received after this time the following day.

Attachment 5A-1

5A1.2.1. Type and submit AF Forms 2011 to the computer room in three copies. One-time programs may be hand written and submitted in three copies.

5A1.2.3. (Added) Customers will assign recurring automated processing equipment (ADPE) requests an office of primary responsibility (OPR). The computer room will only maintain one AF Form 2011 for the same program option. The OPR is responsible for distribution of reports for which they are the OPR.

5A1.2.3.1. (Added) Computer room personnel will assign recurring ADPE requests a job number beginning with a "K." The computer room will provide a quarterly list to each flight, reflecting ADPE requests for which they are the OPR.

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